LOGISTICS READINESS CENTER

MATERIEL MAINTENANCE DIVISION (MMD)

MAINTENANCE

External Standard Operating Procedure

Mizener Maintenance Complex
Building 5300, 5305 & 5315
6800 Woods Road, Harmony Church
Fort Benning, Georgia 31905
Telephone 706-544-8727
Fax 706-544-9752

Mata Weapons & Electronics Sustainment Facility
Building 9074
9166 Crescenz Lane, Kelley Hill
Fort Benning, Georgia 31905
Telephone 706-626-8179
Fax 706-544-9752

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This SOP has been approved for use.

3 Oct 2012

David W. Jacob, Materiel Maintenance Division Chief, LRC — Date

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1.0 PURPOSE

This Standard Operating Procedure (SOP) provides information concerning maintenance services provided by the Logistical Readiness Center (LRC), and outlines procedures to be used by customers to request and obtain Field and Sustainment Maintenance. It also provides a general description of the services available from the Installation Maintenance Branch, Logistics Division of the LRC.

2.0 SCOPE

This External Standing Operating Procedure (SOP) is applicable to all Fort Benning commands, activities and southeast area activities dependent on Fort Benning Logistical Readiness Center (LRC) for materiel maintenance support and those units under Inter/Intra Service Support Agreements, Memorandums of Understanding or as directed by the Contracting Officer , Contracting Officer Representative (COR) or Installation Materiel Maintenance Officer (IMMO). This SOP may be found on the LRC website: http://www.benning.army.mil/garrison/dol/.

3.0 MISSION

3.1 The Materiel Maintenance Division, at the direction of the Installation Materiel Maintenance Officer "IMMO", is responsible for monitoring and coordinating the base support contractor's maintenance efforts. The COR in coordination with the IMMO ensures that the contractor meets all contractual obligations, coordinates the disposition of request for support not within the scope of the base support contract, and sets installation maintenance policy. The LRC MMD provides a variety of services on a reimbursable funded basis:

3.1.1 The Mizener Complex has a full range of services to include preventive maintenance checks and services, routine maintenance, unscheduled maintenance and repair, and modifications to military and civilian equipment on Tactical Wheel Vehicles (Light/Heavy), Tactical/Combat Track Vehicles, Construction Equipment, Gasoline & Diesel Power Generators, Emergency Vehicles as well as Commercial Equipment (i.e. Forklifts, Lawn Mowers, Street Sweepers, Water Trailers, etc.).

3.1.2 The Combat Work Center provides limited on-site support for Tow Verification and major turret equipment repair on the M1A1 Main Battle Tank and M2A2/M2A3 Infantry Fighting Vehicle.

3.1.3 Allied Trades Work Center is equipped with a machine work shop, welding shop, and a paint work center that includes bead blast. The machine shop can handle most precision fabrication work needed with its four lathes, two milling machines, surface grinder, threaders, and other assorted machines. The welding shop is equipped for **Tungsten Inert Gas** (TIG), M**etal Inert Gas (**MIG), stick, aluminum, steel, stainless steel, cast iron, armor plate and torch welding. Additionally the work center is capable of torch and plasma cutting. Metal Fabrication of complex items like weapons racks, work tables, sling load weights, various brackets, and vehicle parts are additional tasks performed.

3.1.4 The paint work center is capable of bead blasting and painting all tactical vehicles, special static display vehicles, fire trucks, forklifts, and construction equipment.

3.1.5 ASC's Single Source of Repair on Fort Benning (FBGA) performs Pass- Back, Field & Sustainment maintenance for the Installation's Directorates, FORSCOM, U.S. Army Reserve Command, 75th Ranger Regiment, TRADOC and AR 5-9 area support.

3.1.6 TARDEC/LRC Corrosion Prevention and Control Center supporting all FBGA units.

3.1.7 Manages the Army Warranty and Modification Program on FBGA.

3.1.8 Manages the scheduling of maintenance tools and gages controlled by the Test Measurement and Diagnostic Equipment program.

3.1.9 Provides maintenance and service support for the Army Sustainment Command (ASC) LBE and RESET programs on behalf of the Army Material Command (AMC) for Weapons, Communication, Fire Control, and Night vision optics.

3.1.10 The Mata Weapons & Electronic Sustainment Facility (MWESF) provides Installation Sustainment and Field Maintenance support on Small Arms, Crew-Served Weapon's, Communication including Comerical off the Shelf (COTS) Fire Control, and Optical Equipment including Mortar Sights.

3.1.11 The Mata Fire Control/Optics work center has a dark room to perform the high resolution/low resolution test on night vision devices. Additionally, this work center is equipped to nitrogen purge capabilities supporting night vision optics. CECOM LCMC has determined that the LRC, FBG, meets the requirements of the Special Technical Inspection and Repair (STIR) 10/20 standard and is STIR certified to perform NVD/NVS maintenance.

3.1.12 The Mata Communications work center performs repairs and services on commercial radios as well as tactical communications equipment such as Single Channel Ground to Air Radio Systems (SINGARS). CECOM LCMC has determined that the LRC, FBG, meets the requirements of the (STIR) 10/20 standard and is certified to perform SINCGARS RESET on the SINCGARS Ground ICOM Radio Components.

3.2 Command personnel orientation tours of the Mizener Complex and Mata Weapons & Electronic Sustainment Facility are welcome and encouraged. Point of contact for arranging is the Contracting Officer Representative (COR) at 706-545-2469 or the Installation Materiel Maintenance Officer (IMMO) at 706-545-2279.

4.0 POLICIES

Maintenance is a command responsibility. All maintenance operations will be performed by the lowest category of maintenance activity with the capacity, capability, and authority to perform the work as authorized by the Technical Manual "TM" or Army Regulation "AR". Commanders and Department Directors will vigorously address maintenance issues on a continuous basis to determine the most expeditious and economical means of repair.

5.0 HOURS OF OPERATION

5.1 Routine maintenance for Fort Benning is available from all shops 0800 to1630 Eastern Standard Time, Monday through Friday excluding federal holidays.

5.2 Maintenance and logistical support outside of normal working hours including weekends and federal holidays, incurring overtime cost, in support of special events, training

evolutions and contingencies are available by coordination with the appropriate shop supervisor who must seek approval from the Maintenance Manager/IMMO.

6.0 REFERENCES

6.1 AR 750-1 Army Materiel Maintenance Policy

6.2 DA PAM 750-8, The Army Maintenance Management System (TAMMS) Users Manual

6.3 DA PAM 710-2-1, Using Unit Supply System Manual Procedures Update

6.4 DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures

6.5 DA PAM 25-380-2, Security Procedures for Controlled Cryptographic Items (CCI)(FOUO)

6.6 AR 750-10, US Army Equipment Index Modification Work Orders

6.7 AR 700-139, Army Warranty Program Concepts and Policies

6.8 AR 190-11, Physical Security of Arms, Ammunition and Explosives

6.9 AR 190-13, The Army Physical Security Program

6.10 AR 700-4, Logistic Assistance Program

6.11 AR 700-138, Army Logistics Readiness and Sustainability

6.12 AR 710-2, Supply Policy Below the Wholesale Level

6.13 AR 725-50, Requisitioning, Receipt, and Issue System

6.14 AR 735-5, Policies and Procedures for Property Accountability

6.15 AR 750-59, Army Corrosion Prevention and Control Program

6.16 ATTP 4-33 (FM 4-30.3) Maintenance Operations

6.17 TB 750-43, Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support Program

6.18 TB 43-0142, Safety Inspection and Testing of Lifting Devices

7.0 PMCS (PREVENTIVE MAINTENANCE CHECKS AND SERVICES)

Aggressive adherence to preventive maintenance checks and services (PMCS) is the foundation from which a unit possessing field maintenance capability should evacuate an item to a sustainment maintenance service provider. PMCS is performed in order to identify and correct faults with a view to prolong equipment service life and reduce equipment from prematurely being placed on the deadline list and thereby reduce non-availability time of the equipment and maintenance cost to the Army.

8.0 REIMBURSABLE CUSTOMER SUPPORT

8.1 Units/activities receive maintenance support from Fort Benning LRC on a reimbursable basis.

8.2 Reimbursable units requiring support maintenance will follow normal procedures prescribed herein. If a repair cost estimate is required prior to equipment inspection, a request for such must be made through the office of the Installation Materiel Maintenance Officer. Point of contact telephone number is 706-544-1422 .

8.3 CAVEAT: Estimates based on historical data for uninspected equipment are not precise. Lesser or greater expense to the customer may be uncovered during the maintenance process.

8.4 When an estimate is completed, the maintenance manager or appropriate shop supervisor will provide it to the office of the IMMO which in turn will send it to the requesting unit/activity for decision and further action as desired.

9.0 MATA WEAPONS AND ELECTRONICS SUSTAINMENT FACLITY (MWESF)

9.1 Entry/Exit at the MWESF Bldg. 9074 is controlled as follows:

Personnel delivering equipment for maintenance support or to pickup equipment must report to the guard building 9090 with identification and speak at the service window with an internal security guard who will electronically unlock the door after validating the requirement to enter the compound. Once inside the compound visiting personnel must report directly to the PP&C reception desk located in the main entry of bldg 9074 with the purpose of the visit. Other than the area of the loading dock, only personnel with cleared DA Form 7281-R will be permitted unescorted access inside building 9074. All others with a valid requirement to visit inside building 9074 will be escorted.

9.2 All personnel exiting the compound through building 9090 must walk through a metal detector and may have a wand pass over the body if the metal detector alarms. All bags and persons are subject to search. All vehicles exiting are subject to searched.

9.3 Government vehicles will only be permitted inside the compound for the purpose of picking up or delivering equipment. No government vehicle will be permitted inside the compound solely for the user's convenience. Government or civilian service provider vehicles may be permitted entry if use of heavy tools or delivery of large quantities or heavy loads is involved. Privately owned vehicles are prohibited entry.

10.0 CUSTOMER SUPPORT PROCEDURES (MAINTENANCE ACCOUNT ESTABLISHMENT)

10.1 Authorized units who have no established maintenance account with the maintenance department must accomplish the following:

10.2 Submit Assumption of Command orders and a notice of delegation of authority DA Form 1687/ to identify unit personnel authorized to verify the commander's priority designation written on DA Form 2407/DA Form 2407E. Electronic versions of 1687's with (digital signatures), sent to any MMD work center is acceptable.

10.3 Submit Asumption of command orders and a delegation of authority DA Form 1687 to identify unit personnel authorized to deliver and pickup equipment work ordered.

10.4 It is a unit responsibility to maintain up-to-date copies of Command Orders and DA Form 1687's on file at the MMD.

10.5 When establishing a new account personnel must show proof of identification prior to maintenance support being provided. Valid proofs of identification are Uniformed Services Identification Card, Common Access Card (CAC) and IDS badges.

10.6 All Customers must ensure that appropriate funding is put in place by their Resource management office prior to requesting any support from MMD.

11.0 WORK ORDER ACCEPTANCE REQUIREMENTS

11.1 Authorized customer submits DA Form 2407/DA Form 2407E with appropriate sections filled in, in accordance with DA PAM 750-8. The support UIC for customers to use is: W6YGAA. The shop production, planning and control (PP&C) section verifies

the validity of the customer representative and priority designator signatures on the work order with the appropriate DA Forms 1687.

11.2 The Fort Benning Logistics Readiness Center Maintenance service provider currently utilizes the Standard Army Maintenance System – Installation Enhanced (SAMS-IE). Where it is indicated in this Standard Operating Procedure (SOP) that units may request support via a DA Form 2407-E (prepared IAW DA PAM 750-8) included in the meaning is the additional provision of a computer disk from the unit's SAMS-E system with the electronic 2407-E embedded. This permits the work request to be entered into SAMS-IE. A status disk out of SAMS-IE will allow the customer to input maintenance acceptance data into the unit's SAMS-E system. The POC name and phone number must be listed in the "REMARKS" block of the form, for notification when equipment is ready for pick-up. (Where it is read in this SOP that a unit may request maintenance support via a DA Form 2407, it is not an option for units with the SAMS-E system.)

11.3 Damaged equipment, equipment beyond fair wear and tear, and equipment missing components will require a memorandum signed by the commander, indicating that the equipment is no longer under investigation, and is released for repair IAW AR 735-5.

11.4 Organizations with subsystems as identified in AR 700-138, Appendix B-2, will ensure subsystems (i.e. communication shelter, vehicle, generator, and trailer) are annotated as such on work request.

11.5 The initial inspection standard for equipment acceptance is the completion of the applicable technical manual specifics regarding operator level cleaning and lubricating; and organizational level completion of Preventive Maintenance Checks and Services (PMCS).

11.6 Equipment with organizational faults which does not preclude support maintenance from testing and safely operating the equipment can be accepted provided the fault(s) are annotated on the DA Form 2404/DA Form 5988E. The equipment will be returned without the annotated organizational faults corrected.

11.7 Results of compression checks and Army Oil Analysis Program (AOAP), DA Form 2026 information must be annotated on the DA Form 2404.

11.8 Unserviceable equipment must be submitted with appropriate packaging, security and preservation to prevent damage or loss while in any of the MMD's shops.

11.9 Cooling systems must have adequate antifreeze protection in accordance with Technical Bulletin (TB) 750-651 and MCoE Installation Environmental Management Policy dated 14 Dec 2011

11.10 Vehicles must be lubricated in accordance with the applicable lubrication orders, batteries fully charged and fuel tanks full with uncontaminated fuel. Additionally the interior and exterior surfaces must be free of mud, dirt and trash. Hulls must be drained. Drip pans must be provided for each vehicle and properly placed under the vehicle prior to work order acceptance. Security, ignition and power/battery keys must be provided as applicable. Steering wheel chain, padlock and key must be provided for each vehicle to ensure vehicle security in accordance with Army Regulation 190-51.

11.11 Equipment must be free of hazardous and explosive materials that jeopardize the health and welfare of maintenance personnel.

11.12 Vehicular canvas, tarpaulins, end curtains, BII and pilferage such as tools and vises must be removed. Additionally, sensitive items such as weapons and night vision devices must be removed.

11.13 Equipment that requires complete paint and stenciling will have all canvas, shelter, and tools removed prior to submission to the Mizener Complex. Damaged equipment, equipment beyond fair wear and tear, and equipment missing components will require a memorandum signed by the commander, indicating that the equipment is no longer under investigation, and is released for repair IAW AR 735-5.

11.14 Organizations with subsystems as identified in AR 700-138, Appendix B-2, will ensure subsystems (i.e. communication shelter, vehicle, generator, and trailer) are annotated as such on work request.

11.15 The initial inspection standard for equipment acceptance is the completion of the applicable technical manual specifics regarding operator level cleaning and lubricating; and organizational level completion of Preventive Maintenance Checks and Services (PMCS).

11.16 Equipment with organizational faults which does not preclude support maintenance from testing and safely operating the equipment can be accepted provided the fault(s) are annotated on the DA Form 2404/DA Form 5988E. The equipment will be returned without the annotated organizational faults corrected.

11.17 Unserviceable equipment must be submitted with appropriate packaging, security and preservation to prevent damage or loss while in the field/sustainment support shop.

11.18 Organization personnel will accompany vehicles recovered and/or transported into the maintenance facility by wrecker.

11.19 The following guidelines will be followed for commercial items requiring maintenance support:

11.19.1 The cost of commercial items and year of purchase must be listed on the maintenance request. This is required in order to determine the allowable one-time repair cost expenditure limit for the item.

11.19.2 If an item does not have a National Stock Number, the requester should contact their hand receipt holder to obtain the stock number and the cost of the item as listed on their property book records. This listed cost will determine if the item is economically repairable.

11.20 After the acceptance inspection is completed, a technical inspector will sign the work order and direct the customer back to PP&C for work order acceptance signature and assignment of work order number. .

11.21 A copy of an up-to-date DA Form 2408-4 must accompany cannons/mortar tubes evacuated to the Mata.

11.22 Units within a command having its own field support must submit their maintenance request through their field support.

11.23 Units will not be permitted to place more than one serial numbered item on a work request (DA Form 2407/E); therefore, work orders for service and/or repair must have only one item.

11.24 Unit personnel will use the appropriate Readiness Criteria Chart for all tactical reportable equipment to determine if equipment is NMC before submitting for maintenance. This is

particularly important for communications systems. If equipment is NMC and reportable, a priority "03" will be listed in "BLOCK" #13 of the DA Form 2407/DA Form 2407E, and "BLOCK" 22 will be signed by the commander or the designated representative.

12.0 ON-SITE MAINTENANCE

Request for on-site maintenance will typically be limited to those items that are permanently installed, and cannot be brought to the Mizener maintenance facilities for repair. All on-site work requests will be coordinated through the supporting maintenance shop, who will determine if the work can be accomplished on-site(after approval of IMMO), or is to be evacuated to the applicable repair shop for maintenance. Request for on-site maintenance which require 24-hour maintenance support, such as a Field Training Exercise (FTX) will be sent to the IMMO for approval, at least two weeks in advance of the start date. On-site maintenance will be administered as follows:

12.1 The customer will submit a maintenance request for on-site maintenance. The word "ON-SITE" will be clearly printed in the remarks block.

12.2 The support activity verifies completeness of the maintenance request and annotates the request, "RECEIPT OF MAINTENANCE REQUEST ONLY" on the bottom of the work request, assigns a work order number, and returns the receipt copy to the customer.

12.3 When on-site work request is scheduled for work, the following actions will occur:

12.3.1 The repairer will notify the point of contact listed on the maintenance request and make arrangements for the equipment to be made available for maintenance. When these arrangements have been made, maintenance personnel will go to the site where the equipment is located and accomplish the work.

12.3.2 Upon completion of the work, the maintenance request will be completed and presented to the customer for signature. The customer signature verifies that the repairs were completed properly. The entire maintenance request (including the customers receipt copy) is then sent the shop PP&C Section. If the customer is not available to accept and sign for completed job, "On-Site" will be annotated in "Block" 38a" of the DA 2407/DA Form 2407E and the work order will be closed.

12.4 Customers must be aware that on-site maintenance will increase the cost of completing each job. Labor transactions (costs), transportation to/from on-site location, delays, etc., are computed from the maintenance work center responsible for performing the required inspection/repair.

13.0 WORK ORDER STATUS REPORTING

The customer may weekly, or more frequently if operationally driven, contact via email or telephone the appropriate PP&C section to obtain the current status on accepted work orders. See Annex A for contact telephone numbers. Units may request with the appropriate PP&C section weekly ad-hoc equipment status reports.

NOTE: Any customer with dissatisfaction concerning equipment status should first seek resolution with the shop supervisor. If no satisfaction is gained from the supervisor, contact the Maintenance Manager. See Annex A for contact numbers.

14.0 EQUIPMENT PICKUP

14.1 Shop PP&C employees normally notify the customer via telephone or email that equipment is ready for pickup. The DA Form 2407/DA Form 2407E is annotated by PP&C that notification for pickup has been made.

14.2 The customer sent to pickup the equipment must be listed on a valid DA Form 1687 authorizing that person to take receipt of unit equipment, and must present to the PP&C section copy #1 of the work order. The receiving customer must sign the DA Form 2407/DA Form 2407E indicating the equipment has been picked up. The customer is presented a copy of the completed work order.

14.3 NOTE: Work orders with maintenance priority designators of 1 through 3 are required to be picked up within 24 hours of notification. For all other work orders, priority 4 through 15, the PP&C section will wait no more than three days before notifying the chain of command of a unit's failure to pickup. LRC MMD will be notified by the contractor when equipment is not picked up by the 15th day. MMD will then contact the Unit Commander requesting pick up of the equipment as soon as possible or if appropriate, arrange for delayed acceptance/pickup.

14.4 In the case that copy #1 (hand receipt copy) is lost, a memorandum signed by the unit commander and addressed to the appropriate shop supervisor will suffice. The memorandum must contain at a minimum the following information: work order number, nomenclature, full name and rank with signature of the commander and an assurance statement that if found subsequent to work order closure, the original hand receipt copy will be destroyed.

14.5 In the event of rejected repair work, the customer will annotate items being rejected on a DA Form 2404 furnished by the repair shop. A technical inspector will validate the rejected work. The customer and the technical inspector will stamp and sign the reject deficiencies on the DA Form 2404 and turn it into the PP&C section. A rejected work order will immediately be placed into a reject status "8" and returned for rework.

14.6 If the customer believes the rejected work is substantially noteworthy, he/she should contact the IMMO and/or Contracting Officer Representative (COR), see Annex A.

15.0 DEFERRED MAINTENANCE PROCESS

15.1 Following equipment and work order acceptance procedures as stated above, units/activities with operational requirements to retain and utilize equipment in need of scheduled maintenance may do so if the equipment is Fully Mission Capable (FMC) and can be safely operated. The DA Form 2407/DA Form 2407E will be annotated by PP&C as "deferred" in block 25. Upon receipt of all repair parts ordered against the work order, PP&C will notify the unit and schedule return of the equipment at the earliest opportunity to commence completion services and repairs that were deferred. At this point, the customer will receive the hand receipt copy. The annotation "deferred" will be lined through in block 25.

15.2 It is the unit's responsibility in accordance with DA Pamphlet 750-8 to maintain a proper deferred equipment maintenance file.

15.3 If during deferred usage,f the equipment becomes inoperable or unsafe to operate, the unit should immediately notify the shop PP&C for scheduling of return. If an upgrading in the work order maintenance priority designator is required, the unit should provide

along with the equipment a memo signed by the commander requesting the desired upgrade.

16.0 REPAIR OF EQUIPMENT EXCEEDING THE MAXIMUM EXPENDITURE LIMIT (MEL)

16.1 MEL is defined as the total acceptable one-time cost to repair an end item or reparable component to a fully serviceable condition as prescribed in the appropriate technical manual, technical bulletin, and/or DA messages. Generally, if repair cost exceeds the MEL, it is considered more economical in terms of operational as well as maintenance efficiencies to replace the item.

16.2 Following initial inspection where it is determined that repair will exceed the MEL, commanders with an operational need to have the equipment repaired may request such in writing to the Maintenance Manager in Building 5300, Harmony Church. Telephone number of the Maintenance Manager is 706-626-4838.

16.3 Requests to exceed MEL must include the following documentation and information:

16.3.1 Three copies of the DA Form 2404 executed by the technical inspector of the field support unit noting the deficiencies found.

16.3.2 Three copies of the written request for waiver from the commander. Guidance is found in AR 750-1, Chapter 4, Section I, paragraph 4-6. The request must include justification for effecting the repair exceeding the MEL.

16.3.3 Three copies of DA Form 3590 or DA Form 461-5 completed by the supporting activity.

16.4 Provided the request does not exceed the MEL waiver ceiling (see AR 750-1 page 38), and the repair can be effected at the field or sustainment level, the Maintenance Manager will submit the request through Logistical Readiness Center and on to the appropriate MACOM for a decision. If approval is received, the appropriate MMD shop will effect the repair.

17.0 FABRICATION

17.1 The Allied Trades Shop can fabricate items with Acquisition Advice Code("AAC" Code of "F"), and repair IAW technical manual.

17.2 Requests for fabrication must include much detailed information, as a minimum:

17.2.1 Nomenclature

17.2.2 End item nomenclature if applicable

17.2.3 Physical sample if available

17.2.4 NSN and / or part number

17.2.5 Detailed technical description:

17.3 Material and hardness

17.4 Dimensions

17.5 Weight loading

17.6 Operating pressure

17.7 Drawings (blueprints preferred)

17.8 Convenience fabrications requested by reimbursable customers will be fully reimbursable to the Logistics Readiness Center . Fabrication performed in support of a non-reimbursable customer's work order of an end item or repairable component will remain as necessary non-reimbursable work required to complete the work order to 10/20 standard.

17.9 Customers are encouraged to call the Allied Trades Shop Supervisor at 706-527-3062. beforehand to determine if the desired item to be fabricated is within section capability.

18.0 GOVERNMENT FURNISHED EQUIPMENT(GFE) INCLUDING COMMERCIAL ITEMS

18.1 The SAMS-E dispatcher will provide each customer a schedule for upcoming services for Government Furnished Equipment (GFE). Schedules will be provided in sufficient time to change organizational maintenance dates if the scheduled equipment is not available because of mission requirements.

18.2 In instances where the maintenance shop does not have a manufacturer's repair manual, units/activities submitting a maintenance request for repair of Government issued commercial-type equipment, i.e., forklifts, radios, ground maintenance equipment, trailers, etc., must supply a repair manual if requested by the shop supervisor or technical inspector.

18.3 Deficiencies noted during the service that do not deadline the equipment, but are important to the overall quality and working condition of the equipment may be deferred and will be corrected at the earliest opportunity. During such cases, the organization will have the option of deferring the maintenance until the next scheduled service, or returning the equipment to the contractor, after all ordered parts are received. (NOTE: Regardless of which option the organization chooses, it will be able to continue using the equipment in support of mission requirements, and at the designated time return the equipment to complete the maintenance process).

18.4 No privately owned or contractor owned equipment may be submitted for maintenance support.

19.0 VERIFICATION AND CLASSIFICATION INSPECTIONS

19.1 Equipment assigned condition codes "P" and "H" require certification by MMD prior to being accepted for turn-in at the Supply Support Activity (SSA) BLDG 9857.

19.2 Units/actvities will submit a "Classification Inspection" via a DA Form 2407/DA Form 2407E to the PP&C at Mizener for the appropriate maintenance shop.

20.0 TECHNICAL INSPECTION (TI) FOR TURN-IN

20.1 All mechanical, electrical, electronic, and general support items require a TI prior to turn-in to the supply system. In those cases where a large quantity of items are involved, or the equipment must be installed to be operated, arrangements for on-site inspection may be made by contacting the IMMO. Customers are reminded that classifications are only valid for 30 days from date of completion.

20.2 Should the customer be unable to meet the 30-day turn-in time frame due to turn-in appointment scheduling or operational considerations, the submission of a "new" TI work order may not be necessary. The customer should contact the maintenance activity

that conducted the original TI in order to determine if the original TI can be administratively updated, or if a "new" TI work order is required.

21.0 ESTIMATED COST OF DAMAGE (ECOD)

21.1 Units/activities without organic field support may submit an "ECOD" work request via DA Form 2407. A release statement from the investigating or survey officer is required to be submitted along with the maintenance request. An example of such statement follows:

21.1.1 "Damage to Cargo Truck, 2.5 ton, M35A2, serial number 022514047 is subject to investigation for fault in accordance with AR 735-5. However, the vehicle is no longer required for investigative purposes and is therefore released for repair."

21.1.2 Following the statement must be a signature block containing printed name, rank and command.

21.2 Equipment accepted by a shop under a routine repair request may determine that damage found was due to causes other than fair wear and tear. The shop supervisor will in such instances notify the Maintenance Manager who in turn will confer with the IMMO. Repair work could cease and be closed if a Financial Liability Investigation of Property Loss is deemed appropriate.

22.0 DE-PROCESSING OF EQUIPMENT

De-processing inspection of equipment received on installation may be requested via a DA Form 2407/DA Form 2407E from the Supply Support Activity. Any defects found or services found to be required can be accomplished on the same work order if approved by the Logistics Readiness Center.

23.0 LOAD TESTING OF LIFTING DEVICES

Inspection and load testing of lifting devices (non-facilities) will be performed in accordance with Technical Bulletin 43-0142 and/or technical manual. All lifting devices shall be load tested prior to use of new, repaired, altered lifting devices or when safe serviceability is in doubt.

24.0 WORK ORDER PRIORITY UPGRADES

24.1 Priority upgrades for work orders are requested by the submission of a memorandum, or email. The request must be from the commander and submitted to the IMMO. This request must list each maintenance request to be upgraded and the reason why this upgrade is necessary.

24.2 In cases where the equipment is submitted to maintenance for a non-deadline reason (i.e. scheduled service), and during the service a deadline fault is identified, MMD will make a priority upgrade without intervention from the organization. MMD will notify the organization both telephonically and by email when this occurs.

25.0 AUTHORITY GRANTED TO PERFORM LIMITED SUSTAINMENT LEVEL REPAIR

25.1 Customers with equipment known to require certain sustainment level repair may submit a "Request for Maintenance Level Deviation" memorandum addressed to the Maintenance Manager to perform the maintenance. Accompanying the memorandum

must be a DA Form 2404 listing all equipment deficiencies. Within the memorandum must be details specifying the deviation of maintenance level repair required.

25.2 The Maintenance Manager will forward the request to the IMMO who has final approval authority. Approval will be based on shop capability and capacity to perform the higher level of maintenance. If approved the customer may open a work order at the appropriate shop with DA Form 2407/DA Form 2407E.

26.0 INSTALLATION WARRANTY PROGRAM

26.1 A warranty is defined as an agreement between the purchaser (U.S. Government) and commercial supplier whereby materials and workmanship are guaranteed for a period of time and/or mileage/hours. Direct contact between installation units or activities and local dealerships, manufacturers or other government agencies regarding repair of items under warranty is prohibited.

26.2 The installation warranty coordinator is located in Building 5300, Harmony Church, 544-8704 or 706-527-3030. The Warranty Coordinator is responsible for the overall coordination and management of the Warranty Program. Specific functions of the Warranty Coordinator are:

26.2.1 Maintain a current list of all items under warranty.

26.2.2 Coordinate warranty claim repair actions between user and local dealership, warrantor, and other government agencies.

26.2.3 Provide technical assistance in determining if specific failure of items, qualify as a warranty claim.

26.2.4 Distribute copies of the completed Maintenance Request and dealer work orders as prescribed by DA PAM 750-8 and warranty agreements.

26.2.5 Prepare and forward documents for reimbursement when warranty repair is accomplished using Government resources.

27.0 INSTALLATION SUPPLY SERVICE ACTIVITY

27.1 In order to capture into the program, the Logistics Manager should develop internal procedures for identifying and reporting all new equipment issued to units on this installation to the Warranty Coordinator.

27.2 Copies of receiving documents (DD Form 250, Materiel Inspection and Receiving Report and / or DD Form 1348, DOD Single Line Item Requisition System Document (Manual) which identify the in-service dates should be provided to the Warranty Coordinator.

27.3 All received commercial equipment should be inspected by supply personnel for warranty cards. All warranty cards will be withdrawn and annotated with the receiving unit name and copies provided to the Warranty Coordinator.

28.0 WARRANTY CLAIM ACTION

28.1 Once the Warranty Coordinator determines that an equipment deficiency falls within the warranty limitations, a DA Form 2407/DA Form 2407E will be used to initiate the warranty claim with the commercial supplier and track progress in SAMS-IE. At this point, the Warranty Coordinator will fill out a supply procurement request identifying the commercial service provider.

28.2 Owning units of warranty equipment and government maintenance activities are cautioned that no attempts should be made to repair items under warranty because it may void the warranty.

28.3 If the commercial warrantor authorizes the installation maintenance support activity to make repairs and provide means to reimburse the government, replaced warranty parts, components or assemblies will be tagged with a DA Form 2402 and marked "WARRANTY EXHIBIT" and returned to the warrantor. The DA Form 2402 will have the following information: serial number, USA registration number, name of owning unit, bumper number if available, date item became defective, and manufacturer contract number.

29.0 MODIFICATION WORK ORDER (MWO)

29.1 The installation MWO Coordinator is located in Building 5300, 706-544-8704 or 706-527-3030. The MWO Coordinator will negotiate the MWO Fielding Plan (MWOFP) with the sponsoring Army agency for the modification of materiel and supplies belonging to army and reserve components in the Fort Benning geographical area of responsibility.

29.2 The MWO Coordinator will implement the MWOFP with units affected by the MWO. The Coordinator will require timely submission of the affected equipment density list by UIC, model and serial numbers. The Coordinator will act as the catalyst to ensure units comply with the fielding plan as scheduled.

29.3 The MWO Coordinator will maintain security and accountability of MWO kits until time of installation on equipment. Post installation, the Coordinator will document unit compliance by recording completion in the Department of Army Modification Management Information System.

30.0 ARMY OIL ANALYSIS PROGRAM (AOAP)

30.1 The LRC MMD provides delivery assistance of AOAP samples to the AOAP laboratory at Fort Rucker, Alabama.

30.2 Customers may bring AOAP samples along with a properly filled out DA Form 5991-E Oil Analysis Request and DA Form 200 Transmittal Record for each sample to Building 5300, 544-8704 or 706-527-3030. The maintenance department AOAP Coordinator will package and ship to:

ATTN: ATZQ-DOL-M
AOAP Laboratory
Building 800 N Avenue
U.S. Army Aviation Center
Fort Rucker, Alabama 36362
Telephone 334-255-1771 / 1720
Fax 334-255-1991

30.3 Results are mailed by the AOAP lab directly to the customer's unit.

30.4 Governing guidance for the Army Oil Analysis Program is Technical Bulletin 43-0211. Page 4-1 delineates the AOAP sampling supplies by national stock number the customer needs to obtain uncontaminated samples from external sources to the system being sampled. The maintenance department can not ship samples not contained in the approved sample bottle listed in TB 43-0211.

31.0 SUPPORT MAINTENANCE CAPABILITIES

Field and sustainment support is available for the following (not all inclusive):

31.1 Automotive equipment (Shop A/B)

- 31.1.1 Tactical vehicles
- 31.1.2 Trailers and semi-trailers
- 31.1.3 Emergency vehicles

31.2 Combat vehicles (Shop A/B)

- 31.2.1 Armored carriers
- 31.2.2 Self-propelled weapons
- 31.2.3 Tanks
- 31.2.4 Recovery vehicles
- 31.2.5 Combat engineer vehicles

31.3 Construction equipment (Shop A/B)

- 31.3.1 Bridging
- 31.3.2 Earth moving and excavating
- 31.3.3 Road clearing and cleaning
- 31.3.4 Tractors (tracked and wheeled)

31.4 Electronics and communications equipment (MWESF)

- 31.4.1 Tactical communications
- 31.4.2 Special purpose (SP) test equipment
- 31.4.3 Public address and intercommunications systems

31.5 Armament (MWESF)

- 31.5.1 Small arms
- 31.5.2 Crew served
- 31.5.3 Sighting and fire control
- 31.5.4 Night vision

31.6 General equipment (Shop A/B)

- 31.6.1 Alternators and electric motors
- 31.6.2 Compressors and pumps
- 31.6.3 Road clearing and cleaning
- 31.6.4 Tractors (tracked or wheeled)
- 31.6.5 M40 series chemical and biological protective masks
- 31.6.6 Field kitchens Commercial material handling equipment
- 31.6.7 Water purification/distillation

31.7 Unit Responsibility

Units will provide drip pans for each vehicle prior to work order acceptance. Security, ignition and power/battery keys, steering wheel chain, padlock and key must be provided for each vehicle by the owning unit.

32.0 CORROSION PREVENTION AND CONTROL

32.1 The following documentation provides operational procedures, policy and guidance for corrosion control and prevention actions carried out on tactical ground vehicles and equipment at military installations. These procedures shall be used in conjunction with the following technical publications:

32.1.1 TB 43-0213, Corrosion Prevention and Control for Tactical Vehicles

32.1.2 AR 750-59, Army Corrosion Prevention and Control Program

32.2 The US Army operates in harsh and demanding environments throughout the world. During active duty its materiel can spend weeks shipboard during transport, operate in and around coastal environments, in addition to be subject to other harsh operating conditions. As a result, their equipment can be exposed to corrosive conditions considerably harsher than anticipated for today's commercial vehicles. Despite this operational requirement, little quantitative data exists for corrosion performance of the materials of manufacture for Army systems. While some components are similar to that of commercial systems, based on specific mission requirements the Army uses various grades of aluminum alloys, composites and a Chemical Agent Resistant Coating (CARC) system. To better understand the performance of their materials of manufacture and how it relates to commercial technology and test methodologies sample exposures were performed in coordination with the PRCRP.

32.3 For the purposes of this SOP, the following information applies:

32.3.1 Corrosive Preventive Compound: CPC is clear amber, biodegradable vegetable oil-based corrosion preventative liquid that is strategically sprayed on parts of the vehicle. The use of CPC constitutes a treatment process which takes about ½ hour for smaller equipment and 1 hour to 1 hour and 15 minutes for larger equipment.

32.3.2 Application: CPC application will not interfere with operation or maintenance of the vehicle. CPC will improve the operation of sliding and rotating parts such as hinges, door handles, and window mechanisms. CPC will NOT repair corrosion damage. CPC will retard the spread of corrosion and prevent corrosion from beginning where paint has been damaged. CPC Must be removed by detergent washing before a vehicle can be repainted or touched-up.

32.3.3 Maintenance Schedules: TACOM has established a schedule for application of CPC. The schedule is based on evaluation of corrosion inhibitors under laboratory testing, controlled environmental exposure and real world application to operating tactical vehicles from the Divisions. The application schedule is:

32.3.3.1 Schedule A: For Army tactical vehicles and ground support equipment (GSE) routinely operated in garrison or nearby training areas greater than one-half of a mile from a seawater coastline or lagoon, the prescribed corrosion inhibitor spray application is done annually or at an interval dictated by the specific locale or storage (e.g. sites with controlled humidity preservation or storage).

32.3.3.2 Schedule B: For Army tactical vehicles and GSE routinely operated in garrison or nearby training areas within one-half mile from seawater coastline or lagoon, the prescribed corrosion inhibitor spray application

is done semi-annually or at an interval dictated by the specific locale or storage (e.g. sites with controlled humidity preservation or storage).

32.3.3.3 Schedule C: Army tactical vehicles and GSE shipped Outside the Continental United States (OCONUS) should be stored below the weather deck and protected by a topical application of corrosion inhibitor.

32.4 TACOM RESPONSIBILITIES

32.4.1 Will support and provide assistance to the US Army major subordinate commands (MSCs) and depots in the establishment of their individual CPC Programs, with resources and technical expertise per AR 750-59.

32.4.2 Distribute to major commands a memorandum of support to ensure unit cooperation.

32.5 LRC RESPONSIBILITIES

32.5.1 Act as the liaison between the Corrosion Control Center (CCC) and tenant commands.

32.5.2 Coordinate with units for mobile and facility scheduling and application of CPC's.

32.5.3 Conduct inspection of vehicles and equipment to be treated.

32.5.4 Implement this SOP and all applicable references.

32.6 UNIT RESPONSIBILITIES

32.6.1 Ensure Annual Corrosion Control Inspection intervals are established in all tactical/combat equipment records/LIS.

32.6.2 Remove all dirt, mud and/or debris from the exterior of the vehicle prior to the treatment being applied.

32.6.3 Unlock all vehicle storage compartments, and remove tarps from vehicles if applicable.

32.6.4 Coordinate and submit work orders to the LRC requesting Corrosive Prevention inspection and treatment. (Utilize Army Logistics Information Systems (LIS) to submit automated work orders), only assign one vehicle per automated work order.

32.7 OPERATIONS/PROCEDURES

32.7.1 The treatment process is a strategic application and reapplied in accordance with the defined maintenance schedule. Application time will vary. Equipment will be available for return to the unit immediately upon completion of application and assessment. Vehicle surfaces around seams and crevices may look slightly shiny upon delivery but the shine will fade within seven days.

32.7.2 Areas to be treated:

32.7.2.1 Hinges and other moving parts

32.7.2.2 Crevices between the body and installed equipment or parts

32.7.2.3 Interior of doors and frames where painting is not possible

32.7.2.4 Areas of paint damage

32.7.3 Areas that will <u>not</u> be treated:

32.7.3.1 Fiberglass or non metallic components

32.7.3.2 All braking surfaces, brake drums and pad areas

32.7.3.3 Windshields

32.7.3.4 Wood surfaces

32.7.3.5 The interior of all wheel and track vehicles

33.0 CUSTOMER SATISFACTION AND FEEDBACK

Customer satisfaction is the goal of all maintenance shops. Customers are encouraged to submit through Interactive Customer Evaluation (ICE) computer kiosks located in each shop how well or poorly the service provided was rendered.

Any instance where a customer feels dissatisfied with the service received from shop personnel should ask to speak with the shop supervisor for resolution. We want no customer to depart the complex feeling poorly served.

34.0 RECOMMENDED CHANGES

Recommended changes, additions or deletions to this document should be submitted in writing to the Materiel Maintenance Division Chief shown on the title page of this document.

35.0 MATERIEL MAINTENANCE DEPARTMENT POINTS OF CONTACT

35.1 GOVERNMENT STAFF, Building 5305, Suite 206, Harmony Church

35.1.1 Installation Mat. Maint. Officer (IMMO), 545-2279 office, 577-5042 cell

35.1.2 Sr. Equip. Specialist, 545-2076 office, 905-7887 cell

35.1.3 Readiness Officer, 545-3468 office, 575-0439 cell

35.1.4 Mata Weapons & Electronics Sustainment Facility Program Manager, 626-6705 office, 822-8709 cell

35.1.5 Equipment Specialists, 544-1422, 545-8882, 626-6700/6701

35.1.6 LRC COR, Bldg. 6, Suite 230B, 6650 Meloy Drive, 545-2469 office, 604-6673 cell

35.2 CONTRACTOR STAFF

35.2.1 Maintenance Manager, Bldg. 5300, 626-4838 office, 706-587-1582 cell

35.2.2 Maintenance Readiness Officer, Bldg. 5300, 544-9912 office, 706-527-0151 cell

35.2.3 Shop A Supervisor, Bldg. 5300, 544-8639 office, 505-9901 cell

35.2.4 Allied Trades Supervisor, Bldg. 5315, 544-9878 office, 527-3062 cell

35.2.5 Shop B Supervisor, Bldg. 5305, 545-8746 office, 527-3040 cell

35.2.6 Modification Work Order Coordinator, Bldg. 5300, 544-8704

35.2.7 Warranty Program Coordinator, Bldg. 5300, 544-8704

35.2.8 TMDE Coordinator, Bldg. 5300, 544-8704

35.2.9 Mata Weapons & Electronics Sustainment Facility, Bldg. 9074, 626-8179

35.3 NON-DUTY HOURS POC (Contact for extreme urgency for mission critical repair)

35.3.1 Shop A Supervisor, 544-8639 office, 505-9901 cell

35.3.2 Maintenance Readiness Officer, 626-4838 office, 527-0151 cell

35.3.3 Maintenance Manager, 544-9912 office, 527-3672 cell

35.3.4 Equipment Specialist, 545-8882 office, DSN: 835, 706-905-7881 cell

35.3.5 Information needed to be passed on to the action person is the requesting organization point of contact name and telephone number, nature of the maintenance emergency, nomenclature, malfunction and exact location.

End of SOP